

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0163***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: COUNCIL SECRETARY**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide administrative and secretarial services to the members of the City Council.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Coordinates or processes administrative activities of City Council; duties include serving as liaison to the general public in explaining Council operations and providing general assistance, handling routine Council functions or problems, referring complex or difficult issues.

Schedules meetings, appointments, social obligations, and interviews; prepares, maintains and updates schedules and calendars; attends required meetings; makes travel arrangements; keeps Council members informed of current schedules and appointments.

Answers phones and takes messages; contacts Council members on urgent matters; screens phone calls and visitors.

Makes contacts and phone calls for Council members; coordinates with other departments and government agencies in department functions.

Maintains records and indexes of current and upcoming resolutions, ordinances, changes, and proposals; keeps Council members informed of upcoming and current items and issues.

Opens, reviews, sorts and distributes mail; receives and distributes paperwork and facsimiles; prepares outgoing mail, facsimiles, and parcels.

Composes, prepares, types, copies, prints, files, posts, logs, and/or transmits conventional and electronic correspondence, reports, charts, forms, ordinances/resolutions, legal documents, statements, warrants, affidavits, lists, bids, notices, purchase orders, work orders, and/or related documentation; maintains and updates related files; takes dictation and transcribes correspondence.

Prepares meeting agenda packages, materials, and refreshments; provides support services for interviews or meetings/hearings; notifies individuals and groups of meeting dates, times, and purposes; schedules and prepares meeting rooms; takes and prepares minutes and monitors attendance; verifies a quorum is available prior to certain meetings; makes preparations for special department social and professional functions.

Organizes, retrieves, and maintains files; researches records, reports and files; compiles statistical, accounting, and budgetary data; calculates financial data.

Creates and/or maintains spreadsheets, databases, filing systems, and resource library.

Submits requests to departments as needed by Council members.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in clerical or secretarial skills; supplemented by three (3) to five (5) years previous experience and/or training that includes computer experience and secretarial or clerical work.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability**: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.